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## DISA EUROPE/DECC EUROPE/DITCO EUROPE VISIT INSTRUCTIONS

Last modified: 08 June 2015

1. These visit instructions apply to any DISA and NON-DISA employee (Civilian, Military, Personnel) world-wide that are traveling on OFFICIAL Government business to the EUCOM AOR. Please ensure you read through all of the instructions.

### 2. DISA Employees (Civilians, Military, Contractors):

2a. Per MPS6 guidance, any DISA employee traveling to another DISA site, does not require a Visit Authorization Request (VAR), just the visit notification form that is submitted via <http://www.disa.mil/Services/DISA-Europe/Visit-Request-Form>

- a. Please include the full name (NO nicknames), status (civilian, military, contractor), dates of visit, purpose of visit, location of visit, and a DISA Europe/DECC Europe/DITCO Europe POC. **\*Note\* Contractors cannot be listed as the DISA Europe POC\***

**WARNING: Failure to complete this form and be approved could result in the individual(s) not having access to the DISA Europe Compound.**

2b. DISA issued electronic devices (laptops and cell phones ONLY!!) are authorized within the DISA Europe Compound, but the DISA Net Device Registration (Fillable) form must be filled out. This form is located on the visit notification form page. This form will be submitted ahead of time or filled out upon arrival. Filling the form out ahead of time expedites the process upon arrival. This form will be submitted to the DISA Europe Cyber Security Team (EU62) at [disa.stuttgart.eu.list.ia-office@mail.mil](mailto:disa.stuttgart.eu.list.ia-office@mail.mil). Please contact them if you have any questions: DSN: 314-434-5155/5507 or DSN: 314-539-5303/5474.

2c. **Foreign Clearance Guide:** Personnel (civilians, military, contractors) must have either a blue passport or a no-fee OFFICIAL passport when traveling to EUCOM. Make sure you check the Foreign Clearance Guide: <https://www.fcg.pentagon.mil/fcg.cfm> prior to conducting any OFFICIAL travel anywhere in EUCOMs AOR. The requirements listed here are the requirements per EUCOM, not DISA. Make sure you follow their requirements in addition to the DISA requirements.

2d. Please make sure you check the State Department's website: [www.travel.state.gov](http://www.travel.state.gov) for any travel updates to the country or countries that you are visiting.

**NOTE: There are additional requirements for Contractors. Please see information below!!**

2e. **DISA Requirements:** Any DISA employee (civilian, military, contractor) world-wide, regardless of their clearance and are traveling on OFFICIAL government business must complete the following requirements:

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- a. Antiterrorism Foreign Travel Brief:  
<https://cmis.disa.mil/security/foreignBrief/foreignBrief.cfm>
  - a. POC: MHP&R Team (MP6) 301-225-1403/1404/1207
- b. Foreign Travel Reporting Form: <https://cmis.disa.mil/security/foreign/foreign.cfm>
  - a. POC: Counterintelligence (MP6) 301-225-1220/1486/1897/1411/1534

### 3. NON-DISA Employees (Civilians, Military, Contractors).

3a. A Visit Authorization Request (VAR) must be submitted to the DISA Europe Security Office via JPAS: **NON-SCI SMOCODE: DKAPAA or SCI SMOCODE: DKAPAA3**

- a. PLEASE list the POC as a DISA Europe/DECC Europe/DITCO Europe person that can validate your visit. DO NOT list the DISA Europe Security Managers or a non-DISA entity. The VAR will be kicked back and access will not be granted.

3b. The visit notification form must also be submitted via <http://www.disa.mil/Services/DISA-Europe/Visit-Request-Form>

- b. Please include the full name (NO nicknames), status (civilian, military, contractor), dates of visit, purpose of visit, location of visit, and a DISA Europe/DECC Europe/DITCO Europe POC.

**\*Note\* Contractors cannot be listed as the DISA Europe POC\***

**WARNING: Failure to complete this form and be approved could result in the individual(s) not having access to the DISA Europe Compound.**

3c. NON-DISA issued electronic devices (laptops and cell phones ONLY!!) are authorized within the DISA Europe Compound, but the NON-DISA Net Device Registration (Fillable) form must be filled out. This form is located on the visit notification form page. This form will be submitted ahead of time or filled out upon arrival. Filling the form out ahead of time expedites the process upon arrival. This form will be submitted to the DISA Europe Cyber Security Team (EU62) at [disa.stuttgart.eu.list.ia-office@mail.mil](mailto:disa.stuttgart.eu.list.ia-office@mail.mil). Please contact them if you have any questions: DSN: 314-434-5155/5507 or DSN: 314-539-5303/5474.

**NOTE: There are additional requirements for Contractors. Please see information below!!**

### 4. Installation Access Control System (IACS).

4a. All DISA and NON-DISA Employees are required to fill out the IACS form for access to the Stuttgart Military Installations (Panzer Kaserne, Patch Barracks, Kelley Barracks, Robinson Barracks). The form is a sample attachment at this link: <http://www.disa.mil/Services/DISA-Europe/Visit-Request-Form> All pertinent information, must be filled out and submitted ahead of time to the DISA Europe/DECC Europe/DITCO Europe POC and they are responsible for submitting it to the IACS office.

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4b. The IACS Information link is: <http://www.eur.army.mil/opm/iacs/default.htm>

**WARNING: Each military installation in EUCOMs AOR has different requirements for access to the installation. Travelers going to multiple installations must ensure they coordinate with the POC at that particular installation ahead of time.**

4c. DISA Europe/DECC Europe/DITCO Europe are only responsible for access to Panzer Kaserne, Patch Barracks, Kelley Barracks, or Robinson Barracks.

## 5. CONTRACTORS ONLY!!! GERMAN "FAX-BACK" PROCESS

**NOTE: This applies to all DISA and NON-DISA Contractors**

5a. **Background.** With the NATO SOFA SA and the Exchange of Notes in place, the German Government has insisted that DoD Contractor personnel coming to Germany to work for short periods of time (90 days or less) must either be accredited as a Technical Expert (TE) with associated privileges (ILS, freedom from German Taxes, etc.) or come over within the provisions of the GWPO.

An arrangement was worked out with the Federal Ministry of Labor (FMoL) to allow certain DoD contractor employees to come to Germany to work for short periods (TDY of up to 90 days) with a minimum of bureaucratic delay. The period of "90 days" is not a figure of convenience. It is the maximum time for which an exemption under the GWPO may be granted. If a person works one (1) day beyond the 90-day period, the exemption is inapplicable and the individual may be prosecuted for working without a work permit for the entire period of time he/she was in Germany. Also, if a person stays one (1) day beyond the 90-day period, he/she may be subject to criminal action for being in Germany without a residence permit. The fact that he/she was working under the "fax-back" procedure does not affect the requirement that he/she must obtain a residence permit upon expiration of the 90 days from his/her first entry into Germany.

The FMoL, with the concurrence of the German Federal Labor Office (Bundesanstalt für Arbeit), agreed to "liberally construe" the exemption provisions of the GWPO to include DoD contractor employees where the type of work they perform could reasonably be included within the provisions of the "liberally construed" exemptions. To guarantee that the contractor personnel would have no legal problems on arriving in Germany, it was agreed that their status (either exempt or not exempt) should be determined **before** they depart CONUS for Germany. This is accomplished by an exchange of FAXes between the contractor (i.e., the company) and the selected State (Land) Labor Office (Landesarbeitsamt) centrally administering the GWPO exemptions, the Landesarbeitsamt (LAA) Baden-Wuerttemberg in Stuttgart.

### 5b. Instructions.

1. A copy of the German Fax Back Form can be accessed at the following URL: <http://www.disa.mil/Services/DISA-Europe/Visit-Request-Form> Under Sample.

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2. The German “Fax-Back” process is located at the following URL:  
[http://www.eur.army.mil/g1/content/CPD/docper/docper\\_germanyLinks.html?tab=5&framepage=germanfaxback.html#top](http://www.eur.army.mil/g1/content/CPD/docper/docper_germanyLinks.html?tab=5&framepage=germanfaxback.html#top)
3. Make sure you follow all the instructions listed above. This must be done each time a Contractor is traveling over here, specifically to Germany for OFFICIAL business.
4. **DO NOT** Send this form to the DISA Europe Security Office. (We **DO NOT** receive, process, or approve them).
5. The minimum processing time required by the German Government Labor Office for all US Contractor Fax-Back Forms is **TEN (10)** German Working Days (Monday –Friday, except German Holidays). **THEY DO NOT MAKE EXCEPTIONS!!**
6. **WARNING.** Please be advised, that regardless of what anyone else may or may not have told you about traveling to Germany as a CONUS/NON-Germany based US Government Contractor; in accordance with the NATO Status of Forces Agreement, any US Government Contractor not based based in Germany, found in Germany conducting any business/work activity without an APPROVED FAX-BACK (German Labor Office Work Permit Waiver) could be Detained, Arrested, Imprisoned, or fined by the German Authorities.
7. It is strongly recommended that CONUS/NON-Germany based US Government Contractors traveling to Germany, have their APPROVED “Fax-Back” form ON HAND traveling to Germany. Do not assume that you can come here without one.
8. Please be advised, CONUS/NON-Germany-based US Government Contractors, provided APPROVED FAXBACK forms by the German Government Labor Office will be authorized to conduct business in Germany FOR ONLY 90 DAYS IN A 12 MONTH CONSECUTIVE PERIOD.
9. **WARNING:** Please be advised, in accordance with the NATO Status of Forces Agreement, any US Government Contractor not based in Germany, found in Germany conducting any business/work activity AFTER 90 DAYS OR WITH AN EXPIRED FAXBACK MAY BE DETAINED, ARRESTED, IMPRISONED, OR FINED BY THE GERMAN AUTHORITIES.

## 6. DISA EUROPE VISITOR BADGES

- 6a. DISA Europe visitor badges will be issued to all visitors that have been approved for TDY to the DISA Europe facility. The DISA Europe Security Office controls all badges.
- 6b. DISA Employees that do not work at DISA Europe can bring their DISA badges, to be coded into our access control system for the duration of their visit.

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6c. All NON-DISA employees will be issued temporary visitor badges based off of their clearance.

6d. Visitors that have been verified and cleared, can received unescorted access badges to the DISA Europe facility, but they MUST sign in and out every single day for accountability purposes. This is an item of inspection, and is required for a head count of all personnel in the event of an evacuations or other emergency situation.

6e. Personnel that lose a DISA Europe visitors badges, must notify the DISA Europe Security Office and get a Military Police (MP) report, prior to being issued a new badge and being granted access.

7. Please contact the DISA Europe Security Office if you have any questions regarding these instructions: DSN: 314-434-5186/5624. Thank you!!

AMANDA GOODMAN  
Alt. Security Manager/SSR  
DISA Europe